

Chief Executive Office

CAREER TRANSFER OPPORTUNITY



RESTRICTED TO PERMANENT EMPLOYEES OF LOS ANGELES COUNTY

SENIOR SECRETARY III

(Immediate opening in the Human Resources Section)

The Chief Executive Office, Human Resources Section is seeking a highly motivated and well-qualified individual for the position of Senior Secretary III. The Human Resources Section provides a variety of human resources management functions, such as recruitment/selection, classification/compensation and benefits, talent management, organizational development, performance management, compliance, and serves as a strategic partner in support of the organizational goals of the department.

The successful candidate will report directly to the Human Resources Manager and will provide full-time secretarial support.

Duties and Responsibilities:

- Acts as intermediary between the Human Resources Manager and section staff, communicating messages and requests, both written and verbal.
- Provides written and verbal response to inquiries; screens telephone calls and provides immediate assistance requested information or refers callers to appropriate staff for assistance.
- Prepares and finalizes correspondence, documents, forms, etc., and ensures that all materials submitted for approval have been proofread, are grammatically correct, and that all relevant information, attachments, clearances, etc., are included.
- Maintains the Human Resources Manager's calendar and coordinates meetings as requested.
- Orders, maintains, and distributes office supplies and requests and coordinates the receipt of services and repairs of office equipment.
- Tracking internal and external assignments and creating/maintaining comprehensive filing systems.
- Recommends improvements to office protocols/operating procedures for the section.
- Gathers data for general information purposes or special reports, contacting other departments, employees, agencies, and individuals for additional material as necessary, and may prepare reports for approval upon request.
- Serves as the section timecard coordinator.

***Please Conserve Paper – This Document and Copies are Two-Sided
Intra-County Correspondence Sent Electronically Only***

Chief Executive Office – Career Transfer Opportunity

Senior Secretary III

Page 2 of 2

Desirable Experience:

- Familiarity with general County human resource operations and working knowledge of County policy, procedure and practice.
- Strong interpersonal skills with the ability to work effectively with all levels of staff, County departments and Board offices.
- Positive attitude and the ability to work in a fast-paced, demanding environment.
- Strong knowledge of Microsoft Word, Outlook, and Excel.

Position Requirements:

Must currently hold the payroll title of Senior Secretary III or similar classification with the same level and breadth of experience, scope of responsibility and salary schedule.

Who to Contact:

Interested individuals should submit a resumé detailing relevant experience and education, attendance records from the last two years and copies of the last two performance evaluations. Materials should be received no later than **Tuesday, April 22, 2014** and sent to:

Chief Executive Office
Human Resources Section
Attention: Kimberly Arias
500 West Temple Street, Room 785
Los Angeles, CA 90012
karias@ceo.lacounty.gov

Resumes will be reviewed and **only** the most qualified candidates will be called for an interview.

THIS IS NOT A BULLETIN FOR A CIVIL SERVICE EXAMINATION